



JOB OPPORTUNITY

OFFICE OF THE STATE PUBLIC DEFENDER

Classification: Legal Support Supervisor I
Tenure: Permanent Full-Time
Location: San Francisco, CA
Salary: \$3507- 4264

RECRUITMENT & PAY DIFFERENTIAL AVAILABLE FOR LOCATION

DUTIES AND RESPONSIBILITIES:

Under the direction of the Assistant State Public Defender the Legal Support Supervisor I supervises the work of the legal secretarial support and other support staff members. Incumbent coordinates, prioritizes and distributes workload; assigns and monitors tasks for the support staff; helps coordinate secretary/attorney assignments; serves as liaison between attorneys and secretaries to ensure cooperative working arrangements.

DESIRABLE QUALIFICATIONS:

Strong supervisory skills. Knowledge of technical legal terms, legal forms and California Rules of Court; ability to analyze situations accurately and take effective action; supervise the work of others; maintain accurate records of attendance, leave balances, personnel files. Ability to establish and maintain cooperative working relationships. Have knowledge and experience with legal concepts and procedures; ability to work independently and with others; familiarity with word processing, preferably WordPerfect; good attendance record.

WHO SHOULD APPLY:

Current State employees in the above classification(s), or who are within transfer range, or have list eligibility. Applicants on SROA lists or employed by a surplus department are encouraged to apply. (Please indicate on your application if you are SROA/Surplus)

Send an Application To:

Raquel Correa
Office of the State Public Defender
801 K Street, Suite 1100
Sacramento, CA 95814 (916) 445-5447

FINAL FILING DATE: Until Filled

Applications will be screened and only the most qualified application will be interviewed.

The OSPD is an equal opportunity employer offering equal opportunity to all regardless of race, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the Law of the State, the Rules governing Civil Service, and the special trust placed in public servants. Released 11/20/2008